

February 2, 2018

**ACTION REQUIRED**

**TO THE ADMINISTRATOR ADDRESSED (TAA):**

**Subject: Texas Student Data System (TSDS) Unique ID Enrollment Tracking Module**

The Texas Education Agency (TEA) is pleased to announce the addition of the Enrollment Tracking module to the TSDS Unique ID Application. The Enrollment Tracking module will replace the legacy Person Enrollment Tracking (PET) application.

The Enrollment Tracking module in Unique ID will be available to Local Education Agencies (LEAs) on **April 2, 2018**.

Enrollment data for the 2015-2016, 2016-2017 and 2017-2018 school years will be migrated from PET to Unique ID. In order to perform the data migration, **the PET and Unique ID applications will be unavailable from 8:00 a.m. March 12, 2018 through 8:00 a.m. April 2, 2018.**

Starting April 2, 2018, enrollment data can only be submitted through the TSDS Unique ID Application. The PET application will remain available, however, you will no longer be able to upload enrollment data files.

LEAs should do the following to prepare for the conversion from PET to Enrollment Tracking in Unique ID:

- Review the documentation in Section 9 of the Texas Education Data Standards (TEDS): [https://www.texasstudentdatasystem.org/TSDS/TEDS/1718A/TEDS\\_Section\\_9\\_Unique\\_ID\\_Specifications/](https://www.texasstudentdatasystem.org/TSDS/TEDS/1718A/TEDS_Section_9_Unique_ID_Specifications/)
- Contact your Student Information System (SIS) vendor to ensure they have updated their enrollment data extract per Section 9 of TEDS.
- Submit a final PET file and print a Student Roster the week of March 5, 2018.
- Contact your Education Service Center (ESC) for training on the Enrollment Tracking module.

Thank you for your support as we make this transition. Having the enrollment data in the Unique ID Application will greatly benefit the users of this data.

Melody Parrish  
Deputy Commissioner, Technology